

# **READVERTISEMENT**

**\*Please see update to Transcripts requirement.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena MT 59604**

## **VACANCY ANNOUNCEMENT**

**December 5, 2007**

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<b>TITLE:</b>	Big Sky Rx Outreach Officer
<b>POSITION NO:</b>	11728
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$33,446 annually is entry-level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, January 23, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Frequent in-state travel is required. This position must also attend, facilitate, and actively participate in a number of enrollment events, meetings, training sessions, and presentations statewide. Physical demands include lifting, carrying, and moving program materials and audio-visual equipment.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered for applicants with relevant direct marketing experience including successful program/membership enrollment such as insurance sales, or membership recruitment. Salary and training assignment duration depend upon education and experience.

**TYPICAL DUTIES:** This position is responsible for the public outreach of and enrollment in the pharmaceutical assistance programs. The incumbent will design, develop, and implement a comprehensive statewide outreach plan for the State Pharmacy Assistance Programs (SPAP); develop, coordinate, and conduct public presentations and trainings regarding the pharmaceutical

assistance programs; create marketing, direct outreach to the target population, and educational materials for the SPAP programs; and perform policy development and implementation of the development for outreach measurements conducted by pharmaceutical assistance staff. (Outreach is conducted through events that include one-on-one application completion, on-site marketing, co-sponsored events, print materials, television and radio campaigns, on-site visits, focus groups, town forums, conferences, presentations, and health fairs, etc.)

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of establishing, managing, and marketing new programs; research; contract negotiations; media relations; and presentation experiences with a variety of audiences to design and develop an outreach campaign designed to inform the public of the programs. The campaign must integrate diverse professional knowledge.

Skills: Skill in organization; public speaking; and excellent oral and written communication.

Abilities: Ability to work independently; make presentations incorporating different learning techniques to a variety of audiences; bring key stakeholders together in marketing the pharmaceutical assistance programs; design, develop, and implement outreach resulting in enrollment and an educated public on the pharmaceutical assistance programs; and effectively build and maintain working relationships.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in business, marketing, education, health/public administration, human services or related field **AND** one year progressively responsible job-related work experience. Other relevant experience may substitute for the formal education requirement on a year-for-year basis. Other equivalent combinations of education and experience will be evaluated on a case-by-case basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Copy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If an applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Big Sky Rx Outreach Officer  
Position: #11728  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to the supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: The answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position is responsible for the planning, implementation, and marketing of a comprehensive, state-wide outreach program designed to increase enrollment and educate the public on the pharmacy assistance programs. Please describe in detail your skills and abilities that would make you the best candidate for this position. Please limit your response to no more than two typewritten pages.